

**LIBRARY ADVISORY COMMISSION  
CITY OF MILPITAS  
Monday, September 19, 2005**

**UNAPPROVED MINUTES**

**Minutes:** Meeting of the Library Advisory Commission (LAC)  
**Date of Meeting:** September 19, 2005  
**Place of Meeting:** Milpitas City Hall, 455 E. Calaveras Blvd.,  
Committee Conference Room

**Call to Order:** Chairperson Hay called the meeting to order at 7:01 p.m.

**I. Roll Call**

Commissioners Present: Aoalin, Chou, Estandarte, Hay, Stephens,  
and Wang

Alternates Present: Estioko, Phan

Commissioners Absent: Montano

City Council Liaison Present: Councilmember Giordano

City Staff Present: Recreation Program Coordinator, Aaron Bueno  
Recreation Supervisor, Kerrilyn Ely  
Capital Improvement Program (CIP) Manager,  
Mark Rogge

County Staff Present: Community Librarian, Linda Arbaugh  
County Librarian, Melinda Cervantes

**II. Seating of Alternates**

Alternate Estioko was seated for Commissioner Montano.

**III. Flag Salute**

Chairperson Hay led the Commission in the Pledge of Allegiance

**IV. Approval of Minutes**

**MOTION** to approve with the following changes to minutes of July 18, 2005:

- 1) Remove: Page 6 Section X, Item #7: end of first paragraph, remove word "Commissioner" prior to "Dave Stephens."
- 2) Page 4 Section I, Item #3: third paragraph replace word "principle" with corrected spelling of word to "principal."
- 3) Page 3 Section H, Item #1: Third paragraph replace the word "west" to "east" and correct "mid-town" to "midtown."
- 4) Page 5 Section X, Item # 6: last paragraph, replace word "for" to "from" sentence to read, "In August,

the Library will begin offering downloadable audio books from Recorded books, a Net Library service.”

- 5) Page 2 Section D, Item # 7 change section for “I “ to “J” corrected to read: “ Section J, 1.2 paragraph seven, first sentence, omit “Sundays and.”

**MOTION** to approve the Minutes of July 18, 2005 as amended.

M/S: Aoalin/ Hay

Ayes: All

**V. Announcements and Correspondence:**

Chairperson Hay asked staff why the Commission had received the agenda electronically and by mail. Staff Liaison Ely responded that due to the addition of new commissioners and several changes in commissioner’s contact information, staff wanted to ensure that all commissioners received packets. Staff will not send hard copies for upcoming meeting per the Commissions request to save costs.

**VI. Citizens Forum:**

None

**VII. Adoption of Agenda**

**MOTION** to approve Agenda of September 19, 2005.

M/S: Stephens/Estioko

Ayes: All

**VIII. Unfinished Business:**

**1. Library Building Project Update**

City of Milpitas CIP Manager Mark Rogge provided a 50% Design Development PowerPoint presentation, which included a update on the library design development, a preview of the parking designs, art display opportunities, project budget and the project schedule. Mr. Rogge also reviewed anticipated 20% cost increase due to recent hurricane Katrina.

In addition, Rogge also reviewed conceptual Main St. streetscape including possible bleachers, public art space and flag poles.

Chairperson Hay asked what the incline of the ramp to the tower would be. Rogge responded that the ramp would be less than a 5% grade.

Commissioner Chou stated that staff should ensure proper ventilation be designed for enclosed copy room.

Chairperson Hay inquired if all windows would be replaced given the historic nature of the library. Rogge said that depending on condition and need, windows will be replaced.

Rogge informed the commission that staff will be working with the Arts Commission and the newly formed Public Arts Committee to propose art pieces for the new library.

Rogge stated that there will be two opportunities for hanging sculpture pieces. County Librarian Cervantes asked if the security system would be affected by the hanging pieces. Rogge explained that the alarm system will be designed so that movement of art pieces will not trigger the alarm system.

Rogge reviewed other art placement opportunities within the Library design, including three areas for floor inlaid art, historic display and exhibit space. In addition, the east parking structure will have art or historic display opportunities.

Commission Hay asked what are the guidelines for maintaining the historic nature and make-up the building. Rogge said that staff and consultants researched all old documents, drawing and photographs to find evidence of the pre-existing historic condition of the building. Design for new library and restoration of library will incorporate design and materials found through research.

Rogge invited Commissioners to attend the next Library Subcommittee meeting at City Hall on September 22 at 6:00 p.m.

## **2. Donor Recognition Subcommittee Update**

Chairperson Hay requested that Commissioner Estioko assist Commissioner Chou in donor subcommittee efforts. Estioko said his time is limited but he would assist as needed.

Commissioner Chou provided the commission a progress report on donor recognition research efforts. A lengthy discussion ensued relating to fundraising purpose, collection and direction. Rogge suggested that the Commission work with the Friends of the Library in the donor recognition effort. The Friends is a non-profit organization and has the mechanism in place to solicit donations.

Rogge also suggested that the Commission bring donor recognition designs and policies to the Library Subcommittee to ensure that the purpose and design are integrated into current building design plan.

Councilmember Giordano recommended that the donor subcommittee work with County Librarian Cervantes to obtain copies and samples of donor policies. Cervantes stated that she will work to the assist subcommittee.

Chairperson Hay requested that the subcommittee return to the November meeting with three possible donor recognition designs and donor policies for consideration and review.

## **IX. New Business**

None

## **X. Other Business**

### **3. Friends of the Milpitas Library**

Friends President Diane Davis reported that the Friend's book sale on Saturday, July 16 earned \$259.00. The Friends have spent over \$40,000 this year supporting library programs. Next Friends' book sale will be held October 7-9, 2005. The next Friends' board meeting will be held at the Library on September 21 at 7:00 p.m.

### **4. County Librarian Report**

County Librarian Cervantes reported that the Library is celebrating rivers during the month of September in conjunction with the Guadalupe River Park & Gardens dedication held on September 10, 2006.

Recruitments are underway to fill vacant librarian, clerk and page positions. The Library and the County Employee Services Agency will coordinate interviews throughout the summer with new hires beginning this fall.

The Library now offers downloadable audio books from Recorded Books, an OCLC/NetLibrary service as a new service to patrons. If your have a digital recording device, PDA or computer, just go to the library Web Page and click on downloadable audio books to get started. You must have a Library card and PIN number.

The next meeting of the Santa Clara Library Joint Powers Authority is scheduled for Thursday, October 27, 2005 at 1:30pm at the Library Administration Offices, 14600 Winchester Blvd., Los Gatos.

Hurricane Katrina donations will be coordinated when affected area libraries are ready to receive books or donations.

**5. Community Librarian Report**

Community Librarian Linda Arbaugh reported that the mural has been installed and invited the commission to visit the Library Children's room to view it. The Milpitas POST will be writing an article on the mural.

In September, all of the County libraries are celebrating a River Rhapsody theme. Movies are scheduled for Thursday evenings.

The book of the month is "Shooting the Bow." The discussion group is scheduled for September 28.

Arbaugh reported that Monday August 29 was the return of Monday library hours at the Milpitas Library. Arbaugh reported that 1424 patrons used the library on 8/29. Staff has advertised the Monday library hours in the Milpitas POST, City marquee and library banner.

Melanie McInerney has been appointed the full-time Adult Program Librarian.

**6. City Council Report**

Council member Giordano reported that at the September 6 Council meeting, the Council approved water and sewer rate increases. In addition, the Council voted to have a two-year moratorium on Medical Marijuana Dispensaries.

Giordano also said that staff is working with the displaced Milpitas Farmers Market to find a suitable relocation site.

**7. City Staff Report**

Recreation Services Supervisor Kerrilyn Ely invited all Commissioners to join Recreation Services Rainbow Theater collaboration with Milpitas High School in the "And Then They Came For me: Remember the World of Anne Frank." Shows are scheduled at the High School Theater on September 23, 24, 29 and 30 at 7:30pm and October 1 at 3:30pm.

Ely also invited the commission to join the October 1 Art's Day at Civic Center and the October 15 Harvest Fest at Cardoza Park.

Principal Analyst Cindy Maxwell provided the commission a brief report on the RFP for Library Service Study. Through the bid

process, staff is recommending approval of Ruth Metz & Associates as the consultant at the October 4 Council meeting. Staff will continue to provide the Library Commission updates on the Library Service Study.

**IX. Future Agenda Items**

Library Building Project Update  
Donor Recognition Subcommittee Update

**X. Adjournment**

There being no further business, Chairperson Hay adjourned the meeting at 8:27 p.m. to the next regularly scheduled meeting on November 21, 2005.